

**Other City of Fremont
Parks & Recreation Rental
Facilities**

Centerville Community Center

3355 Country Drive, 94536

(510) 791-4324

dcsparacino@fremont.gov

Fremont Community Center & Teen Center

39770 Paseo Padre Pkwy, 94538

(510) 790-5541

snogare@fremont.gov

Irvington Community Center

41885 Blacow Road, 94538

(510) 791-4334

jfay@fremont.gov

Warm Springs Community Center

47300 Fernald Street, 94539

(510) 791-4318

ssmith@fremont.gov

Olive Hide Art Center

123 Washington Blvd, 94539

(510) 494-4228

ijordahl@fremont.gov

Shinn Historic Bungalow

1251 Peralta Blvd, 94536

(510) 790-5541

snogare@fremont.gov

**Our facilities are
perfect for...**

Birthday parties
Business meetings
Company parties
Wedding Receptions
Holiday parties
Anniversaries
Quinceañeras
Baby Showers
Family Reunions
and more...

**Directions to
Los Cerritos
Community Center**

From HWY 880

- Exit Thornton Avenue (East)
- Left on Fremont Blvd.
- Right on Alder Avenue
3377 Alder Avenue



**Facility Rental
Information**

**Los Cerritos
Community Center**



3377 Alder Avenue, 94536
(510) 791-4351
mmathiesen@fremont.gov

Facility Rental Information

Rental of City of Fremont facilities are approved on a first come first serve basis. Facility reservations may be submitted for approval up to one year in advance. All reservations must be made at least ten (10) business days prior to rental date.

How to make a reservation

You must complete the following to have your reservation approved:

- 1) Submit a Facility Use Permit & the Rules and Regulations Agreement.
- 2) Submit an Alcohol Use Permit (if you will be serving alcohol).
- 3) Payment of all fees in FULL. Full payment includes the Clean up & Damage deposit and all facility rental use fees.

Rental time:

The time shown on your Facility Use Permit must cover the entire time required for the permittee to set up, decorate, conduct the activity, and clean up the facility after use. Overtime charges will apply for occupancy beyond approved rental time. All tables, chairs, and other equipment must be cleaned and stored away at the end of the reservation time. A Facility Attendant will show you where the equipment is located.

The community center must be vacated promptly at the conclusion of the time specified on the permit.

Cancellations by Permittee: Permittee must submit written notice at least ten (10) days prior to cancellation of rental date. Events canceled thirty (30) days or more in advance will be refunded 90%, 11-29 days – 30%, 10 days or less – no refund.

Return/refund of Damage & Cleaning Deposit will be made by mail (or credited to charge card) when no damage or loss has occurred. Deposits will be forfeited for inadequate clean up or care of furnishing or facility. Permittee can expect to receive refund check between four (4) and six (6) business weeks after facility use.

Included with the rental: Tables and chairs relative to the capacity of each room. (Example: Niles Room - 18 Tables and 155 chairs) Tables are banquet style (oblong) and measure 8' or 10' x 30". Groups are required to perform their own set-up and clean-up, empty the trash, and spot mop the floors during and after the rental.

Decorations, Music, & Alcohol:

Allowed: Live Music and DJ's; Masking Tape; Balloons; Streamers, Ribbon, Flowers, Posters, Etc. Alcohol can be served and consumed for a maximum of four (4) hours only during your event – Beer, Wine, & Champagne only.

Not Allowed: Alcohol outside facility or in the community park. No hard Liquor at any time; Use of staples or nails inside facility; Decorations left behind.

Fee Schedule

Damage & Cleaning Deposit: \$ 200
(Returned 2-4 weeks after rental)

Multi-Purpose Room **(6 Hour Minimum)**

Room Capacity: 150

Residential rate: \$510 (\$85/hour)

Non-Residential rate: \$660 (\$105/hour)

Rental hours:

Saturdays: 1:00 p.m. – 12:00 a.m.

Sundays: 2:00 p.m. – 10:00 p.m.

All fees (Facility Use Fees and the Damage & Cleaning Deposit) are due prior to approving rentals at any City facility.

Non-profit Organizations and/or Business groups: Contact the community center office for rental fee information. (510) 791-4351

ALCOHOL USE PERMIT

In conjunction with my application for use of _____ Community Center on (activity date) _____, I am requesting permission to serve alcohol from _____ a.m./p.m. to _____ a.m./p.m. **(4 hour use period only)**. I understand that only BEER, WINE and/or CHAMPAGNE are permitted.

I further understand that I must provide adult supervision to prevent consumption of alcoholic beverages my minors.

I intend to serve: BEER _____ WINE _____ CHAMPAGNE _____

Describe serving method: _____
(i.e. bottles, kegs, bartender, etc.)

I will not charge or solicit donations for admissions to the event and/or for the alcoholic beverages.

Date _____ Signature of Applicant _____

RULES AND REGULATIONS AGREEMENT

I understand the City of Fremont, Parks and Recreation Department regulates the use of community centers. I have read the Facility Rental Information and Guide and understand that if my use does not meet the criteria established therein, I will forfeit my entire deposit.

I further understand that I am fully responsible for the actions of everyone who attends my event, and agree to fully cooperate with City of Fremont staff to assure that my use adheres to the community center use guidelines.

Signature

Date